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ABSTRACT

This Department of Defense Dependents Schools (DoDDS) approved listing of essential career education material includes instructional material for grade levels K-12 in four categories: (1) packaged programs, (2) kits, (3) filmstrips, and (4) printed materials. Each category is subdivided by publishers, which are listed in alphabetical order. In addition to the title of each publication, the grade level and copyright date are indicated. (LRA)

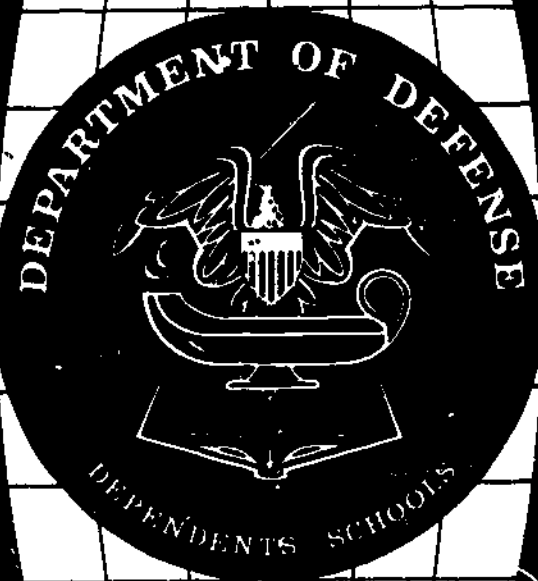
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DS MANUAL 2800.2
REVISED OCTOBER 1978

Approved List of
Career Education Essential Material

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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career
education



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EDS-50867

October 5, 1978

MEMORANDUM FOR DoDDS PERSONNEL

SUBJECT: Approved Career Education Essential Material Listing

It is a pleasure to provide you with the attached Department of Defense Dependents Schools (DoDDS) Approved Listing of Essential Career Education Material. Any future appropriated fund procurement of career education essential material for DoDDS must conform to this listing until officially revised.

As you know, essential career education materials provided by publishers for this review process were examined extensively during school year 1976-1977 by formal review committees in each of the DoDDS regions. Those worldwide committees were composed of students, parents, and community representatives as well as professional educators. Detailed data, conforming to established criteria and generated by each of these committees, were reviewed in detail by the Career Education Task Group in their meeting of May 16-27, 1977.

Essential material judged most suitable for achieving the published DoDDS objectives within the DoDDS system have been included in the approved list.

The attached document has been assigned as DS Manual 2800.2.

Anthony Cardinale
Anthony Cardinale
Director

SEP 2 1980

**DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
CAREER EDUCATION K-12 APPROVED LISTING OF
ESSENTIAL MATERIAL, JUNE 1, 1977**

I. PACKAGED PROGRAMS CATEGORY

Publisher and Material	Grade Level	Copyright
American Guidance Service Toward Affective Development Dupont, et al.	3-6	1974
American Learning Systems, Inc. Learning About Firefighters and Fire Prevention	K-1	1975
Ways People Differ	2-3	
Careers in Dentistry	4-6	
Building a Career Center	7-9	
Careers in Science	10-12	
(There are 130 career educational modules. See page 8 for complete breakout of modules.)		
Changing Times Education Service Real People at Work Series	K-6	1976
McGraw Hill Book Company Careers in Focus, Winn et al. (14 kits in series)	6-9	1976
McKnight Company Career Development for Children Project	K-3	1973
World of Communications—Audio Visual	10-12	1975
World of Communications—Visual	10-12	1974
Prentice Hall Media Career Awareness Program (Series of 7 units)	3-8	1974
Southwest Iowa Learning Resources Project Discovery (Series of 28 packages plus guidance component)	6-10	1975

II. KITS K-12 CATEGORY

ARGUS Communications Got to Be Me, Merrill Harmin	K-6	1976
Associated Educational Materials Careers Unlimited	7-12	1974
You're Hired	9-12	1974
The World of Work, Ralph Ressler	K-3	1975
Counselor Films, Inc. The Children's Dictionary of Occupations	K-3	1974

The Children's Dictionary of Occupations Duplicating Master Activity Book	K-3	1975
Education: Who Needs It?	K-3	1974
Education: Who Needs It? Duplicating Master Activity Book	K-3	1975
Career Flashcards	K-3	1975
Library of Career Counseling Films (40 Titles)	7-12	1975
Educational Design, Inc.		
Me and Others	7-12	1976
The World of Work Series	7-12	1969-73
1. On the Job		
2. Getting a Job		
3. Job Communications Skills		
Encyclopedia Britannica		
The Most Important Person (series) Identity	K-4	1973
Getting Along With Others Attitudes Creative Expression Feelings		
Now You Know About People At Work (series)	K-4	1975
Who Works		
Where People Work		
When People Work		
Why People Work		
Work You Can Do		
Whatcha Gonna Do? (series of 10 films) *see page 7	4-8	1975
On Stage: Wally, Bertha and You	K-4	1972
The Kingdom of Could Be You (16 films in series) **see page 7	K-3	1974
Career Kits for Kids (6 part multi-media series) ***see page 7	1-3	1974
Harcourt Brace Jovanovich		
Careers: A Supplemental Reading Program	4-8	
Level A	4	1975
Level B	5	1975
Level C	6	1975
(remedial for grade level 4-8)		
McGraw Hill		
Career Core Competencies	10-12	1976
McKnight Company		
Introduction to Business and Office Careers	6-8	1975
Introduction to Communications Careers	6-8	1975

Introduction to Construction Careers	6-8	1975
Introduction to Health Careers	6-8	1975
Introduction to Hospitality and Recreation	6-8	1975
Introduction to Manufacturing	6-8	1975
Prentice Hall		
Career Awareness (8 units in series)	3-8	1974
Work and the Family		
What Do You Want To Be		
Random House		
Adventures in the World of Work	4-6	1976
What People Do All Day	1-3	1976
Scholastic		
Beginning Work Concepts	K-3	1975
Discovery	7-10	1975
Explore	4-6	1976
Opportunity	9-12	1976
Scholastic Testing		
Hall Occupational Orientation Inventory		
Intermediate Level	3-7	1976
Young Adult Level	8-12	1976
Science Research Associates		
Expo 10: Exploring Career Interests	5-12	1975
Introducing Career Concepts		
Series I	5-7	1975
Series II	7-9	1975
Silver Burdett		
Career Awareness—Looking at Alternatives, Trying Different Roles	K-2	1975

III. FILMSTRIPS W/WO AUDIO CATEGORY K-12

Publisher and Material	Grade Level	Copyright
Butterick Publishing		
The Butterick Career Resource Center— 8 Programs (filmstrips w/cassettes or records)		
Careers in the Fashion Industry	7-12	1973
Careers in Health	7-12	1974
Careers in the Food Industry	7-12	1974
Careers in Housing: The Interior	7-12	1974
Careers in Office Services	7-12	1975
Careers in Child Care and Youth Guidance	7-12	1975
Careers in Consumer Affairs	7-12	1975
Entering the World of Work	7-12	1975
Data Courier, Inc.		
Vocational Guidance Filmstrips (filmstrips w/cassettes)		

Working For a Better Environment:	9-12	1976
Careers That Count		
Careers in Biology: The Science of Life	9-12	1976
Allied Health Careers	9-12	1975
Construction Trades	9-12	1975
Harcourt Brace Jovanovich		
Career Awareness Field Trips	K-4	1975
(7 sound filmstrip programs with cassettes or records)		
Off We Go to the Auto Proving Ground		
Making the Most of Your Field Trip		
Off We Go to the Aquarium		
Off We Go to the House Built in a Hurry		
Off We Go to the Orange Grove		
Off We Go to the Poster Printer		
Off We Go to the Bike Factory		
Career Discoveries	5-8	1972
(6 programs filmstrips/cassettes or records)		
People Who Create Art		
People Who Make Things		
People Who Work in Science		
People Who Influence Others		
People Who Help Others		
People Who Organize Facts		
Making the Most of Your Talents	7-12	1975
(3 filmstrips, 3 cassettes or records)		
Job Attitudes Series	9-12	1970
(5 sound filmstrip programs cassettes or records)		
A Job That Goes Somewhere		
Trouble At Work		
On the Job: Four Trainees		
Liking Your Job and Your Life		
Why Work At All?		
Career Direction: High School as Tryout--	7-12	1976
(4 sound filmstrip programs cassettes or records)		
Careers and Lifestyles	9-12	1974
(8 filmstrips w/cassettes or records)		
Victor Perez: Firefighter		
Kris and Martha Hangen: Part-time Farmers		
Stanley Miller: Surgeon		
Hubie Foster: Neighborhood Center Director		
Jimmy Sandrillo: Independent Carpenter		
Cynthia Gabel: Corporate Executive		
Julie Fenwick: Entrepreneur		
Ted Fargo: Production Worker		
Better Choice; Better Chance: Selecting a High School Program	6-9	1975
(2 filmstrips w/cassettes or records)		

Career Values: What Really Matters to You?	9-12	1974
Jobs and Gender (2 filmstrips w/cassettes or records)	9-12	1971
Job Hunting: Where to Begin (2 filmstrips w/cassettes or records)	9-12	1972
Your First Week on the Job (2 filmstrips w/cassettes or records)	9-12	1972
Jobs For You: It's Happening in Home Economics (1 filmstrip w/cassette or record)	9-12	1972
Trees for 2001 (1 filmstrip w/cassette or record)	9-12	1973
The People Profession: Careers in Home Economics (1 filmstrip w/cassette or record)	9-12	1974
Women at Work: Choice and Challenge (2 filmstrips w/cassettes or records)	9-12	1974
Career Choice: A Life Long Process (2 filmstrips w/cassettes or records)	9-12	1976
You and Your Job Interview (2 filmstrips w/cassettes or records)	9-12	1976
The College Orientation Series (3 sound filmstrip programs cassette or record)	9-12	1972
College? It's Up to You		
Which College for You?		
What to Expect at College		
Different Ways to Go to College (2 filmstrips w/cassettes or records)	9-12	1971
The Changing Work Ethic (2 filmstrips w/cassettes or records)	9-12	1973
Work/Working/Worker (3 filmstrips w/cassettes or records)	9-12	1976
Relationships and Values (5 sound filmstrip programs w/cassette or record)	7-9	1976
Who Comes First—You or the Group?		
Girls and Boys—Rights and Roles		
Friendship—Caught in the Middle		
The Family—Rights and Responsibilities		
Dealing With Authority		
Teaching Relationships and Values (In-service training filmstrips w/cassettes)	Teachers	1976
Discovering Your Personality (3 sound filmstrip programs w/cassette or record)	5-9	1974

Discovering Your Personality
 Who Are You?
 Belonging To A Group
 Exploring Your Feelings

Adolescent Conflict Series 9-12 1974
 (5 sound filmstrip series w/cassettes or records)

Adolescent Conflicts:
 Coping With Competition
 Coping With Jealousy
 Dealing With Group Pressure
 Dealing With Anger
 Seeking Independence

Sesame Street Skills For Growing Series K-2 1976
 (4 sound filmstrip programs w/cassettes
 or records)

January Productions

Alice in Consumerland K-3 1975
 (5 sound filmstrips w/cassettes)

Career Kaleidoscope 2-5 1974
 (5 sound filmstrips w/cassettes)

QED Productions

Career Awareness: A Primary Introduction
 to Career Education K-3
 (5 sound filmstrips w/cassettes)

IV. PRINTED MATERIALS K-12 CATEGORY

Benefic Press

Careers For All 4-6 1974
 (3 books and teachers guide)

Curriculum Innovations Co.

Career World Magazine 4-7 monthly
 Middle Grades

Career World Magazine 7-12 monthly
 High School

Educational Design Inc.

Exploring Careers 7-12 1974
 (52 page spirit master activities book) ABT Associates

Me and Jobs 7-12 1974
 Dennis and Almut Hooker
 96 page workbook/textbook

Houghton-Mifflin**Career Education Program**

Volume I—by Bruce Shertzer .

K-6

Volume II—by Glenn Saltzman

7-9

Volume III—by Eugene Wysong

10-12

1973

McKnight Company**A Highway to Work and Play**

K-6

1973

Relevant Productions**Lifestyles 70's**

9-12

1976

by Richard Wylie

High Interest-Controlled Vocabulary

2.1 to 5.2 Readability—15 titles

Finding a Job

Preparing for Work

My Legal Rights

Decision Making

Buyer's Rights

How Do You Learn?

Gaining Friends

Money

Marriage

On Your Own

Getting Credit

The Comparative Shopper

Building Self Concepts

Ads Talk

Scott, Foresman and Company**Mathematics in Life**

9

1977

Judy Smart (Survival Math Course)

*Whatcha Gonna Do? (series of 10 films)

Getting Ready, Try Out, What Do You Think?, What's the Limit?, The Most Important Thing, Because It's Just Me, A Time of Changes, Partners, Going Back, Let's Get To Work

**Kingdom of Could Be You (16 films in series)

The Kingdom of Could Be You, Agribusiness, Business and Office, Communication, Construction, Consumer Homemaking, Environment, Fine Arts and Humanities, Health, Manufacturing, Marine Science, Marketing and Distribution, Personal Service, Public Service, Recreation-Hospitality-Tourism, Transportation

***Career Kits for Kids (6 part multi-media series)

Rusty the Construction Worker, Freddy the Fireman, Maxi the Taxi Driver, Larry the Letter Carrier, Nellie the Nurse, Barney the Baker

AMERICAN LEARNING SYSTEMS, INC.
130 MODULES

Title of Module	Emphasis	Grade Level
My Likes, Looks, and Feelings	Self Awareness	K-1
Things Are Always Changing	Self Awareness	K-1
Learning To Use Our Bodies	Self Awareness	K-1
Success and Self-Confidence	Self Awareness	K-1
Groups and Responsibilities in Groups	World of Work	K-1
Barter or Money	World of Work	K-1
Consumers and Workers—People Who Need People	World of Work	K-1
The Police Officer	World of Work	K-1
Learning About the Firefighter and Fire Prevention	World of Work	K-1
Safeguarding Your Health	World of Work	K-1
Workers in Your School	World of Work	K-1
Thinking About Helping Out in the Home	Goal Formulation and Personal Planning	K-1
Introduction to Decision Making	Goal Formulation and Personal Planning	K-1
Plans and Goals	Goal Formulation and Personal Planning	K-1
Ways People Differ	Self Awareness	2-3
How We Act Toward Others	Self Awareness	2-3
You Are A Student	Self Awareness	2-3
How You've Changed!	Self Awareness	2-3
Look At You!	Self Awareness	2-3
Individual Responsibility and the Group	World of Work	2-3
Why Do We Need Rules and Laws?	World of Work	2-3
Learning About Goods and Services	World of Work	2-3
Worker and Consumer Interdependency	World of Work	2-3
Work Conditions and Locations	World of Work	2-3
Working for Money, Working With Money	World of Work	2-3
Working on Farms	World of Work	2-3

The Bakery	World of Work	2-3
Water Workers	World of Work	2-3
The Weather Forecaster	World of Work	2-3
Why and How Advertising is Done	World of Work	2-3
How To Be A Secretary	World of Work	2-3
Meet the Park Ranger	World of Work	2-3
School and the World Outside	Goal Formulation and Personal Planning	2-3
You Are A Worker	Goal Formulation and Personal Planning	2-3
Factors That Affect Our Decisions	Goal Formulation and Personal Planning	2-3
Plan Ahead	Goal Formulation and Personal Planning	2-3
Knowing Your Interests	Self Awareness	4-6
Different People Have Different Values	Self Awareness	4-6
Getting Along With Others	Self Awareness	4-6
Making Changes	Self Awareness	4-6
Your Values and Your Self Concept	Self Awareness	4-6
Meeting Group Needs Through Services	World of Work	4-6
Rewards of Working	World of Work	4-6
Present, Past, and Future Occupations	World of Work	4-6
Careers in the Arts	World of Work	4-6
Six Careers in the Arts	World of Work	4-6
Careers in Services	World of Work	4-6
Working for Ourselves and Others	World of Work	4-6
Jobs in the Post Office	World of Work	4-6
Introduction to Health Careers	World of Work	4-6
Careers as Medical Practitioners	World of Work	4-6
Nursing	World of Work	4-6
Careers in Medical Technology	World of Work	4-6
Careers in Therapy	World of Work	4-6
Careers in Dentistry	World of Work	4-6
Environmental Careers	World of Work	4-6
Moving to Where the Jobs Are	World of Work	4-6
The Secretary	World of Work	4-6
The Engineer	World of Work	4-6
Construction Workers	World of Work	4-6
The Auto Mechanic	World of Work	4-6
The Teacher	World of Work	4-6
The Lawyer	World of Work	4-6
How To Be a Salesperson	World of Work	4-6

What Are Career Clusters?	World of Work	4-6
Free To Choose for Myself	Goal Formulation and Personal Planning	4-6
Fundamentals of Decision Making	Goal Formulation and Personal Planning	4-6
How Do People Decide on Careers?	Goal Formulation and Personal Planning	4-6
My Goals Depend on Me	Goal Formulation and Personal Planning	4-6
Goal Setting	Goal Formulation and Personal Planning	4-6
How Today's School Can Help You in Tomorrow's Work	Goal Formulation and Personal Planning	4-6
Values Around Us	Self and Career Awareness	7-9
Development of Interpersonal Skills	Self and Career Awareness	7-9
Influences Shaping Attitudes and Roles	Self and Career Awareness	7-9
Differences in Abilities	Self and Career Awareness	7-9
Learning About Interest and Aptitude Tests	Self and Career Awareness	7-9
Group Cooperation and Job Interdependency	World of Work	7-9
Newspaper Careers	World of Work	7-9
Writing Newspaper Articles	World of Work	7-9
Producing the News	World of Work	7-9
Ways To Organize a Business	World of Work	7-9
A Simulation in Organizing a Business	World of Work	7-9
Careers in Tourism	World of Work	7-9
Careers in Finance	World of Work	7-9
Careers in Transportation	World of Work	7-9
Careers in Resource Development	World of Work	7-9
Careers in Construction	World of Work	7-9
Careers in Communication	World of Work	7-9
Careers in Trade	World of Work	7-9
Careers in Recreation/Entertainment	World of Work	7-9
Careers in Personal Services	World of Work	7-9
Introduction to the Twelve Career Clusters	World of Work	7-9
A Simulation: Drilling for Oil	World of Work	7-9
Careers in Television	World of Work	7-9
Production of a Television Broadcast	World of Work	7-9
Learning About the Care of Pre-School Children	World of Work	7-9
Planning a Playschool	World of Work	7-9

Advertising and Advertising Workers	World of Work	7-9
The Value and Importance of All Jobs	World of Work	7-9
Relating School Experiences and Skills to Job Attainment and Success	Goal Formulation and Personal Planning	7-9
Self-Understanding and Career Planning	Goal Formulation and Personal Planning	7-9
What Does Work Mean to You?	Goal Formulation and Personal Planning	7-9
Job Rewards and Information Sources	Goal Formulation and Personal Planning	7-9
Career Planning and Decision Making	Goal Formulation and Personal Planning	7-9
Building a Classroom Career Center	Goal Formulation and Personal Planning	7-9
Planning for Out-of-School Jobs	Goal Formulation and Personal Planning	7-9
Planning to Achieve Individual Goals	Goal Formulation and Personal Planning	7-9
Methods of Assessing Individual Differences: Purposes and Limitations	Goal Formulation and Personal Planning	10-12
Getting Feedback From Other People	Goal Formulation and Personal Planning	10-12
Personal Goals	Goal Formulation and Personal Planning	10-12
Acquiring Skills, Interests, and Attitudes	Goal Formulation and Personal Planning	10-12
The Evolving Self	Goal Formulation and Personal Planning	10-12
Assessing Biases in Hiring	Goal Formulation and Personal Planning	10-12
Research on Biases in Hiring	Goal Formulation and Personal Planning	10-12
New Problems From Solutions to Biases in Hiring	Goal Formulation and Personal Planning	10-12
Labor Unions in Industrial Society	Goal Formulation and Personal Planning	10-12
Careers in Science	Goal Formulation and Personal Planning	10-12

New Careers: The Paraprofessional	Goal Formulation and Personal Planning	10-12
Living on Your Own	Goal Formulation and Personal Planning	10-12
The AIR Career Clustering System	Goal Formulation and Personal Planning	10-12
Governmental Policy, Employment and the Economy	Goal Formulation and Personal Planning	10-12
Post-Secondary Schooling	Goal Formulation and Personal Planning	10-12
Your Work Attitudes and Expectations	Goal Formulation and Personal Planning	10-12
Living and Working in the City	Goal Formulation and Personal Planning	10-12
How Realistic Are Your Lifestyle Expectations?	Goal Formulation and Personal Planning	10-12
Decision Making and Career Change	Goal Formulation and Personal Planning	10-12
Values in Relation to Career Change	Goal Formulation and Personal Planning	10-12
Changing Careers	Goal Formulation and Personal Planning	10-12
Job Application Skills	Goal Formulation and Personal Planning	10-12
Volunteer Work as Career	Goal Formulation and Personal Planning	10-12

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